

Safety Advisory Committee

February 7, 2014

1:30 – 3:00 PM

Minutes

Committee Member	Representing	Present
V. Potapenko, M. O. Leimer	Human Resources Advisors	X
Blodgett, Paul M.	Environment, Health and Safety Division	X
Bluhm, Hendrik	Chemical Sciences Division	X
Buonsanti, Raffaella	Materials Sciences Division	X
Christensen, John N.	Earth Sciences Division	X
Dardin, Steve	Physics Division	X
Franaszek, Stephen	Genomics Division	X
Fujikawa, Brian	Nuclear Science Division	
Giuntoli, Patricia	Computing Sciences Directorate	
<i>vacant</i>	Environmental Energy Technologies Division	
Martin, Michael C.	Advanced Light Source Division	
Sauter, Nicholas	Physical Biosciences Division	X
Seidl, Peter	Accelerator & Fusion Research Division; SAC Chair	X
Taylor, Scott E.	Life Sciences Division	X
Tomaselli, Ann	Information Technology Division	X
Tucker, Eugene	Facilities Division	X
Thomas, Patricia M.	Safety Advisory Committee Secretary	X
Wong, Weyland	Engineering Division	X

Others Present: Kim Abbott, James Basore, John Chernowski, Joe Dionne, Julie Drotz, Jim Floyd, Michelle Flynn, Mary Gross, David Kestell, Quang Le, Betsy MacGowan, Andrew Peterson, David Stein, Bill Wells, Marty White, Mike Wisherop

EHS Document Management Pipeline – Mike Wisherop

Mike Wisherop presented an update of document changes EHS has recently completed or is currently developing:

- References to regulations were added to the ESH Manual because the requirements are not listed in Contract 31.
- Changes are being made to the management structure for Authority Having Jurisdiction for electrical safety.
- The Laser Safety Program is being updated and improved by the Laser Safety Officer;
- The Fall Protection Program will be improved in response to the findings of an internal review.

- The Technical Area Designation policy will be posted soon.

Scott Taylor asked how the system works -- when regulations that derive current policy are removed, what drives reconsideration of our policy?

Peer Review Status – Jim Floyd

Peter Seidl and Jim Floyd are scheduling meetings with Paul Alivisatos and the Division Directors.

Facilities Division has requested a Peer Review focusing on Safety Culture. The review will be an extension of an internal safety culture survey. We want to take advantage of the expertise of Dave Leary while he is at LBNL. The review team is being organized. It is anticipated that the review will take place in May.

Safety Walkarounds – Bill Wells

The requirement is that line management is obligated to identify workplace hazards and assure that they are prevented or abated. Walkarounds are just one tool available for management to implement this requirement. Divisions may choose any tool they wish, but must choose some method of identifying and mitigating hazards, and describe their system in their Integrated Management Plan. EHS will provide support and training through the EHS Liaisons.

Marty White commented that safety walkarounds are an important tool in many Divisions to ensure the Division Director visits the workspaces and demonstrates safety leadership. Some Line Managers work in their technical areas regularly and some do not, so different procedures work for different areas.

John Chernowski commented that the HSS auditors expect that Line Managers be effective in observing work, which means understanding the hazards and controls and ensuring that people are working safely. The level of Line Management understanding varies. Division Directors need to have a method of assurance that their systems are working.

Steve Franaszek commented that direct communication of supervisors at all levels with their direct reports is the most effective way of communicating safety expectations.

AnnTomaselli asked when supervisors receive guidance about their safety responsibilities. There was a required EHS course for supervisors that was not well received. James Basore responded that the course has been improved and tailored to Division needs. Divisions should update their ISM Plans, and share alternatives. EHS will provide support.

There was discussion about the use of checklists. The use of checklists can be helpful for Division Directors and Line Managers who are not comfortable with doing safety walkarounds. Operations uses a checklist that includes ergonomics and different safety topics, which works well for them. Some Divisions don't like checklists because the focus may reduce direct observations or work and interaction.

John Chernowski summarized that Division Directors need to know what science is going on in their Divisions and what their capabilities are, and the hazards and risks associated with the work. Divisions should look at what methods they use now, and decide how to document what they do. Agendas of science meetings that show safety was discussed and work locations were visited may be adequate documentation.

Work Planning and Control – Michelle Flynn

Michelle Flynn has visited most of the Division Directors to tell them about the Work Planning and Control system. The priority this month is to work with the EHS Liaisons and train them in how to use the system. The Divisions will be beta-testing the system in March/April. Divisions should send an email to Michelle Flynn to tell her who will be participating in the beta test and which work authorizations will be involved. The Work Planning and Control system should be fully launched before the new financial systems kick-off in October.

On-the-Job Training – Weyland Wong and James Basore

A 2009 self-assessment found that supervisors need to be able to show that employees have demonstrated competence and that there is ongoing oversight of work safety. Many tasks, equipment and processes at LBNL require specific training. There are some hazards that have specific training requirements. Line Management needs to evaluate the need for OJT. There are few hard requirements for documentation.

A subcommittee has been formed to develop appropriate institutional guidance for on the-job training (OJT) as a component of qualification. There are questions about how formal and documented the training should be. The subcommittee has drafted a framework that describes OJT as one of many methods of qualification. The qualification process involves more than safety -- there are also business and operational risks if work is not performed competently.

The subcommittee will need more members to complete the project. Weyland Wong is planning to retire at the end of April. We want a broad-based subcommittee to develop guidance on how to document and validate OJT processes. The project is important because Activity Leads will need to decide who is qualified to perform tasks and work unsupervised under the Work Planning and Control system. If you are interested in participating in the subcommittee, please contact James Basore.

Proposed March/April Agenda Items

- March: Engineering Division Peer Review Response (Kem Robinson); Emergency Preparedness (Aaron Ward, Geoffrey Aus, new Emergency Manager?)
- April: Nuclear Science Division Peer Review Response (James Symons and Rod Clark)

The meeting was adjourned at 2:20 PM

Respectfully submitted, Patricia M. Thomas, SAC Secretary